

YOUR BEST ADDRESS vehicle registration checklist

Thank you for choosing YOUR BEST ADDRESS for your vehicle registration needs. We look forward to assisting you.

If you haven't completed the paperwork already you can – [complete it online](#) – any time before your appointment.

If you would like a video tutorial explaining how to fill the paperwork – [click here](#)

If you need to schedule an appointment – [click here](#)

Please note the following:

- The following is a breakdown of forms and documentation that is needed to register a vehicle in Minnehaha County. Failure to provide forms and documentation will result in an inability to register vehicle.
- This packet is only to be used for vehicle registrations that are being processed by YOUR BEST ADDRESS. If you are going to be processing your registration with YOUR BEST ADDRESS, please schedule a phone appointment on our website and we will guide you through the forms and quote the registration amount.
- Each packet of information can only represent one vehicle. Please fill out multiple packets for multiple registrations.
- Forms need to be printed one sided. Two sided forms will not be accepted.
- If your vehicle has a lien on it, the registration can only be registered to those on the lien. So, when filing out the forms, the forms will have to reflect those on the lien.
- Abbreviations are not acceptable on forms.
- YOUR BEST ADDRESS will notarize your documents.

For vehicles purchased in the last year:

- Power of Attorney.
- Motor Vehicle/Boat Title & Registration Application.
- Out-of-State Dealer Tax Assessment. This form is only needed if the vehicle was purchased in the last year and taxes were paid through the dealership. This form is to be filled out by the DEALERSHIP ONLY.
- For brand new vehicles - Certificate of Origin (COO) or Manufactures Statement of Origin (MSO); (copies of the COO or MSO will not be accepted).
For previously titled vehicles - title (copies of the title will not be accepted).
For financed vehicles – finance company name, fax number and account number. If financing company holds the title, they must send the title (copies of the title will not be accepted) to the following address:

Minnehaha Treasury

Attn: Deb Critser
415 N Dakota Ave
Sioux Falls, SD 57104

- Purchase Order. This needs to show the breakdown of the base price, accessories, warranties, dealership fees, etc.
- Odometer Disclosure Statement.
- For all motorhomes, fifth wheels and trailers you will need to provide documentation of the unladen vehicle weight (uvw; also known as base, curb, dry, empty, factory, or shipping weight). **Gross vehicle weight (gvw) will not be accepted.** The uvw can typically be found on one of the following: Certificate of Origin (COO), Manufacturers Statement of Origin (MSO), South Dakota title only (will not be accepted off any other state issued title), on a placard from a cupboard, cabinet, closet within the vehicle or from a brochure. If you are unable to locate the uvw, try reaching out to the manufacturer to have them provide the uvw on company letterhead. Otherwise, the vehicle will need to be weighed at a weigh station and the weigh ticket will need to be provided.
- Copy of each person's South Dakota driver's license. If you do not have a South Dakota driver's license, you will need to provide a copy of your out of state driver's license and copy of your social security card. If your social security card is unavailable, please send in one of the following: W2 or any official document that lists your name and social security number.

For vehicles purchased over a year ago:

- Power of Attorney.
- Motor Vehicle/Boat Title & Registration Application.
- For previously titled vehicles - title (copies of the title will not be accepted).
For financed vehicles – finance company name, fax number and account number. If financing company holds the title, they must send the title (copies of the title will not be accepted) to the following address:

Minnehaha Treasury
Attn: Deb Critser
415 N Dakota Ave
Sioux Falls, SD 57104

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- Copy of each person's South Dakota driver's license. If you do not have a South Dakota driver's license, you will need to provide a copy of your out of state driver's license and copy of your social security card. If your social security card is unavailable, please send in one of the following: W2 or any official document that lists your name and social security number.

Additional information:

- Registration payments need to be a cashier's check or money order made payable to Minnehaha Treasury. The amount will be determined during our phone appointment.
- Our vehicle registration assistance fee is made payable to YOUR BEST ADDRESS. The amount will be determined during our phone appointment.
- Additional documentation may be needed; this will be determined during our phone appointment.
- **ALL** documentation needs to be sent to the following address:

YOUR BEST ADDRESS
ATTN: VEHICLE REGISTRATONS
401 E 8TH ST STE 214
SIOUX FALLS, SD 57103

- Please email or call with questions to the following:

vehicles@yourbestaddress.com

605-799-1266

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